



WAMBA XC State Series Event Guidelines for Race Organisers

These guidelines have been developed to help clubs and private promoters alike run a mountain bike event. The guidelines help clubs and promoters run events to at least the minimum standard set out in this document.

General Information

The West Australian Cross Country (XC) State Mountain Bike Series consists of a series of Cross Country Olympic (XCO) and Cross Country Marathon (XCM) races organised by various WA mountain bike clubs and promoters.

XCO (Cross Country) races involve lap racing around a short circuit, and are up to 1.5 hours long.

XCM (Marathon) races are between 4 – 6 hours, 50 – 100 kms, or 12 hours long.

The series has been established for the following outcomes:

- Provide state level racing and competition
- Prepare, develop and identify riders for national competition
- Provide an experience at different tracks around WA for all attendees
- Attract the best West Australian riders to these events
- Encourage the West Australian mountain biking clubs to conduct quality events
- Achieve wider exposure through local marketing and sponsorship
- Contribute to the growth of the sport

The WA XC State Series caters for all ages and abilities - from Western Australia's elite cycling fraternity through to the weekend warriors, who are keen to test their skills on a state level course.

This Series is also designed to provide clubs and promoters with an opportunity to organise a quality mountain biking event, with the assistance of experienced event organisers. All events are intended to be funded by participant entry fees and local sponsorships.

The event guidelines listed below offer the event organiser an opportunity to conduct a quality mountain biking event that is self-funding.

Affiliation/ Insurance

Clubs and/ or Promoters must be affiliated with MTBA and hold a current "Certificate of Currency" (CoC). In some cases, a Risk Management Plan (RMP) for each event will have to be submitted to MTBA before they will issue a CoC for that event.

Registration

Online registration must be offered to athletes. Clubs and promoters affiliated with MTBA have access to the free MTBA *RegisterNow* online system.

Participant Entry Fees

Participant registration fees will be decided by the race organiser. Juniors (Under 15's and Under 17's) will be charged a much cheaper rate of entry (\$15 - \$20 Max). All non-MTBA members will also be required to pay for a Day License.

NB: Under 13's race for free, providing they have an appropriate MTBA (Mountain Bike Australia) licence or pay for a "Ride it" Day license on the day.

Promotion

All WA State Series events must be promoted throughout Bike Shops, Club websites and Facebook. Strong promotion of the local event is vital to final outcome, so a promotional plan is paramount. The series is also promoted on the WAMBA website calendar.

Promotion of the event is the responsibility of the club or promoter organising the event.

Number Plates

WA State Series number plates will be distributed by WAMBA. (This is a fund raising initiative for WAMBA). Race organisers are to include an option to purchase a WAMBA WA State XC Series number plate on the MTBA Register Now race registration webpage. Riders should only have to buy one number plate for the series. However, this will also depend on who is timing the event.

Race Timing System

Electronic Chip Timing is mandatory for every WA State Series XCO and XCM race. Local timing providers are Blue Chip Timing, Perth Mountain Bike Club or Dunsborough Cycle Club to name a few. The Club or promoter is responsible for paying for this timing.

Race Results

Competitors expect race results to be online before they even get home from the race. It would be a reasonable expectation of the race organiser to have results online within 48 hours of the race finishing.

NB: Competitors expect Race Results to include lap-by-lap timing of their race.

Land Manager and Event Approvals

Local land manager, local government and Department of Parks and Wildlife (DPAW) approvals are the responsibility of the event organiser. Event Approval Applications are required to be submitted **3 months prior** to the event to DPAW and most other Local Government departments. In some cases, a RMP and Traffic Management Plan (TMP) will also have to be submitted to these departments in order to have the application approved.

Other approval applications “may” need to be submitted to:

- Local Shire Departments
- Private land owners or leaseholders (if going on or near their property)
- Water Corporation
- Trail Custodians

Trail upkeep

If the event organiser/ promoter is not the main trail custodian or is holding events on trails that it does not normally maintain, then it should approach the group that does (if there is one) to see how trail upkeep can be provided for or be facilitated through the event. As example, this could be in the way of assisting promotion of suitable trail maintenance events or by way of a financial contribution.

First Aid

St Johns Ambulance First Aid must be present at all WA State Series events. St Johns Ambulance is usually organised via the local St Johns volunteer station. The cost is normally not cheap and is worth checking with your local branch beforehand.

Volunteers

8 to 12 volunteers are required at each WA State Series event. Volunteers will need to be provided with a Hi-Viz vest, a bottle of water, some sort of food and a list of who to contact in the case of an emergency.

Toilets

Minimum requirement is 2 male and 2 female toilets within 50m of the Start/Finish. Portaloos can usually be organised via your nearest hire outlet. DPaW may require 1 x toilet per 50 people; Shires may request a Disabled Toilet.

Power

Minimum requirement is three 10Amp 240v power outlets. This can be provided by mains power via a nearby building or a 2kva onsite generator.

Equipment

Minimum requirement:

- Start/Finish flags or arch
- Tent Shelter for sun/ rain and/ or Registration
- PA system

Course Design and Length

XCO courses will be a minimum of 4km and a maximum of 6km, with at least one steep incline (if possible). Kids Course will be a minimum of 700m and a maximum of 4km.

Course Marking

The entire will be marked every 500m or at every intersection with coloured arrows. DPaW state that arrows **must not be nailed** to trees or posts at all. All arrows should be mounted using spring pins, which are hammered into the ground (approx. cost \$1.20 each). The course marker arrows should be a coloured arrow on a white background, laminated A5. You will require approx. 100. These can usually be made by your local printer quite cheaply. Arrows must be at ground level (Maximum 500mm off ground)

Race Start times

The U13's normally race at 9am for 18-20 minutes plus one or 2 laps, depending on the circuit. This is normally timed manually

Car Parking

An area will need to be identified and signed to accommodate approx. 100 cars. A volunteer will need to be allocated car-parking management.

Race Categories

The State Series will be based on the following categories and target race times:

Men

A Grade	= 1:30 (1 hour 20 min to 1 hour 40 min)
B Grade	= 1:15 (1 hour 10 min to 1 hour 20 min)
C Grade	= 1:07 (1 hour to 1 hour 15 min)
D Grade	= 1 hour
E Grade	= 1 hour

Women

A Grade	= 1:15 (1 hour 10 min to 1 hour 20 min)
B Grade	= 1:07 (1 hour to 1 hour 15 min)
C Grade	= 1 hour
D Grade	= 1 hour

Junior

Under 17	= 1 hour
Under 15	= 45 minutes

The race times above are a guide only and it will obviously depend on respective lap times of each race course. Race organisers are encouraged to work out how fast an A, B or C grade rider can do one fast lap of your race course, then (as close as possible) calculate the race laps for all categories based on this hot lap.

Alternatively, if there is data (lap times, race times and laps) from previous races on the same course, the number of laps for your race can be calculated from this data.

State Championships Categories

The State Championships will be based on the following UCI categories. Target race times for these categories can be found on the technical regulations:

Elite 19 – 29 years of age (Includes Under 23's)	Single Speed (XCM Only)
Open 19 – 29 not at Elite Level	Junior Under 13
Veteran 30 - 39	Junior Under 15
Masters 40 - 49	Junior Under 17
Super Masters 50 - 59	Junior Under 19
Grand Master 60 +	

NB: Riders who have been riding “A Grade” in the State Series are considered Elite and may NOT ride in “Open” in the State Championships. However, they may ride in their age group if they are 30 years old or over.

There must be at least 3 riders in each category to constitute a State Championship race. If there are not enough entries in a particular category, riders will be given the option of entering another class. A common sense approach will apply so riders still enjoy their racing and have people to actually race against.

Series Points

Participants in all categories are eligible for WA State Series points. These points are based on the MTBA technical regulations.

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Place	Points		Place	Points		Place	Points
1	80		21	10		41	2
2	65		22	9		42	2
3	55		23	8		43	2
4	48		24	7		44	2
5	43		25	6		45	2
6	38		26	5		46	1
7	33		27	5		47	1
8	29		28	5		48	1
9	25		29	5		49	1
10	22		30	5		50	1
11	20		31	4			
12	19		32	4			
13	18		33	4			
14	17		34	4			
15	16		35	4			
16	15		36	3			
17	14		37	3			
18	15		38	3			
19	12		39	3			
20	11		40	3			

All races will accumulate points toward rider final series standing!

WAMBA will keep a tally of these points over the season.

The three riders to accumulate the most points over the entire WA State Series rounds in each category will be awarded **Series TOP 3**. (e.g. "WA State Series A Grade Women" 1st-2nd-3rd)

Presentations

Presentations will be made to the podium place-getters on the same day of the event. You will need to provide a sheltered area for approx. 100 people and a portable PA system. Your presenter will be required to call up all podium place-getters for recognition. This needs to take place as soon as possible after the races finish. There may be more than one presentation ceremony.

Prizes

Prizes will be awarded to each of the podium place-getters. Value of the total prize pool should be a minimum of \$1,000. Prizes are to be organised by the club or promoter running the race and sponsors prizes (if any).

Podium place-getters should receive a prize to the suggested value of 1st=\$45, 2nd=\$30, 3rd=\$15. Juniors should receive a prize to the value of 1st=\$30, 2nd=\$20, 3rd=\$10. The prizes can be from a sponsor, gift voucher to a shop or even cash if prizes are hard to come by.

Medals are normally awarded at the state championships. The race organizer should factor the cost of the medals into the entry fees.

ALL podium place-getters forfeit their prize, prize money, medal, trophy (whatever is applicable) if they are not at presentations.

Commissaires and Technical Regulations

It is an MTBA requirement that all MTBA sanctioned events must have a Commissaire. The level of commissaire depends on the level of event (Club, State or National). State level events require a Level 2 Commissaire who is not riding in the event.

Further information on this can be sought from the MTBA technical regulations. These can be found here - <http://www.mtba.asn.au/resources/clubs-a-promoters>.

Sponsors

Organisers (clubs and promoters) are responsible for all sponsorship of the local event. Use of the WAMBA or MTBA logos must have the written permission of these organisations.

Sponsorship is a grey area, but one thing is for sure, it is a two way street. If sponsors are giving us something, then they will expect something in return. That can be promotion on the race fliers or websites, banners at the race and lots of thanks on the PA system.

Sponsorship can be in the form of prizes for the riders, gift vouchers, product-in-kind, or cash. Sponsors can come from anywhere and don't have to be bicycle industry related.

The more sponsorship the race organiser gets, the less it will cost them out of the entry fees for prizes and running costs.

Food and Refreshments

Drinking water must be made available at the start/ finish line of every race.

NB: DPaW and/ or the local government department may request the organiser provide 4 Litres of onsite water per participant.

Clubs and promoters are encouraged to boost event income by offering a sausage sizzle and selling soft drinks. Large clear signage is important to promote the sausage sizzle, and to communicate the cost of a sausage and drink and how the funds will be utilised.

Coffee Vans are also very popular at these events. Local clubs and promoters should try to organise a local coffee van. DPaW and local government departments may request Temporary Food Van permits for coffee vans or onsite food stalls.

Waste Management and Site Clean up

Local clubs and promoters must ensure sufficient rubbish bins are situated in strategic areas to manage rubbish. The course sweep volunteer should always be on the lookout for discarded GEL wrappers on the course. A volunteer should always be assigned to final clean-up check to ensure the whole area is cleaner than it was before we arrived.

Checklist

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|--|--------------------------|--|--------------------------|
| 1. MTBA Affiliation | <input type="checkbox"/> | 13. Sponsorship | <input type="checkbox"/> |
| 2. Event Application with Local Shire | <input type="checkbox"/> | 14. Volunteer Coordinator | <input type="checkbox"/> |
| 3. Event Application with DPaW | <input type="checkbox"/> | 15. Course Design and Layout | <input type="checkbox"/> |
| 4. RMP = Risk Management Plan (if applicable) | <input type="checkbox"/> | 16. Course Markers and Bunting | <input type="checkbox"/> |
| 5. TMP = Traffic Management Plan (if applicable) | <input type="checkbox"/> | 17. Car Parking | <input type="checkbox"/> |
| 6. Commissaires | <input type="checkbox"/> | 18. Start/ Finish Flags/ Banners and/or Arch | <input type="checkbox"/> |
| 7. Event Web and Facebook Pages | <input type="checkbox"/> | 19. Prizes | <input type="checkbox"/> |
| 8. Promotion Plan | <input type="checkbox"/> | 20. St Johns Ambulance First Aid | <input type="checkbox"/> |
| 9. MTBA Registration Page/ Entries | <input type="checkbox"/> | 21. Toilets | <input type="checkbox"/> |
| 10. Signage | <input type="checkbox"/> | 22. Food and Refreshments | <input type="checkbox"/> |
| 11. Race Number Plates | <input type="checkbox"/> | 23. Coffee Van | <input type="checkbox"/> |
| 12. Timing System | <input type="checkbox"/> | 24. Waste Management | <input type="checkbox"/> |